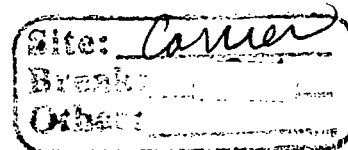




UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

REGION IV

345 COURTLAND STREET, N.E.  
ATLANTA, GEORGIA 30365



DATE: March 16, 1990

MEMORANDUM

TO: Elizabeth Brown, RPM, Carrier Air Conditioning Site

FM: H. Michael Henders, Community Relations Coordinator

RE: Review of Draft CRP

*HMH*

These are my comments on the draft community relations plan for the Carrier Air Conditioning Site:

1. Last paragraph on page 4, why is "Collierville" twice in the first sentence? *o.k.*
2. On page 7 under OBJECTIVES, I have a problem with the word "all." Suggest delete wherever used throughout the entire plan. For example:  
"When possible, give residents and local officials advance notice of site specific technical plans."
3. When can only give them what ATSDR gives us. ATSDR does health assessments, we handle risk assessments. Delete "all."
4. Recommend a minimum of two fact sheets and two public meetings. The same applies to the newspaper public notices. This applies to contractor recommended work -- we should do the RI fact sheet and meeting/availability session but as we deem necessary. This is page 9.
5. Page 10, paragraph 5 - needs the entire section reworded. Only locked yourself into the required FS/Proposed plan meeting for newspaper advertisements.
6. Page 11 - The responsiveness summary is suppose to be a summary of the entire community relations history of the site from beginning to end, not just the FS/Proposed Plan meeting. It is how we responded to written, oral, telephone, local briefings, tours etc. everything, public notices -- all community relations activities.
7. Who maintains the site mailing list, EPA or the contractor.
8. We do not need a newspaper subscription - not cost effective since this is not a major daily. See page 12.
9. Why ORC, ATSDR, and TAG Specialist not listed as EPA officials on page 17.
10. Why isn't the state of TN Public Information Person (THDE) listed on page 18 as a state contact.

- MORE -



10663278

Carrier Air CRP review continued:

11. Under Media on pages 18 and 19, who are the contacts for environmental matters. What are the deadlines for submitting news releases, public notices, etc. for publication? Who are the contacts for legal notices or classified ads?
12. Who is the contact for the information repository/administrative record? Are there xeroxing facilities available for citizens' use? Is there a cost involved to use the xeroxing facilities? Are the repository and the public meeting facilities handicap accessible?
13. Appendix E - Technical Assistance Grant information incorrect. It is 20% matching funds not 35%. Figures in example need to be corrected also.
14. Were there any citizens living near the site? Only officials seem to be listed in the plan. Is there a separate mailing list for the everyday citizen?

Any questions or comments, please contact me at extension 3004.

HMH:hmh

cc: Reading File  
Site File  
CR Unit Chief